

DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN)

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge will follow the procedures exactly or accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at www.flcourts.org under Self Help, Family Law Forms, unless otherwise noted.

- **Petition for Dissolution of Marriage with Dependent or Minor Child(ren)** - Form 12.901(b)(1) Read all directions and complete the petition *entirely*.
- **Copy of Florida Driver's License or Florida Identification Card.** Must be issued at least 6 months prior to the date of filing. Alternatively, if your Florida Driver's License or Florida Identification Card does not meet the 6 month criteria, you must file the following:
 - **Affidavit of Corroborating Witness** - Form 12.902(j) **AND**
 - **Affidavit of Residency** (located on www.circuit5.org, under Self-Help, Sumter County)
- **Designation of Current Mailing and E-Mail Address pursuant to Administrative Order A-2022-47** – Located on www.circuit5.org under Self-Help, Sumter County
- **Cover Sheet for Family Court Cases** - Form 12.928
- **Notice of Related Cases** - Form 12.900(h)
- **Notice of Social Security Number** - Form 12.902(j)
- **Affidavit of Military Service** - Form 12.912(b)
- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit** - Form 12.902(d)
- **Family Law Financial Affidavit**
 - Short Form - Form 12.902(b) If gross, individual annual income is under \$50,000
 - Long Form - Form 12.902(c) If gross, individual annual income is above \$50,000
- **Marital Settlement Agreement** - Form 12.902(f)(1)
 - If BOTH parties agree, the document must be completely filled out, signed and notarized by BOTH parties
 - If parties DO NOT agree, Petitioner must complete a proposed marital settlement agreement for filing
- **Parenting Plan** - Form 12.995(a) **OR** Form 12.995(b) **OR** Form 12.995(c)
 - If BOTH parties agree, the document must be completely filled out, signed by BOTH parties and notarized
 - If parties DO NOT agree, Petitioner must complete a proposed parenting plan for filing
- **Certificate of Completion of DCF Approved Parent Education and Family Stabilization Course** - Both parties must complete the course and should be completed within 60 days of the date of filing. Once completed a copy of the certificate of completion must be filed. A list of approved classes may be found on www.circuit5.org.

Additional Forms: Certificate of Mandatory Disclosure – Form 12.932, Disclosure from Nonlawyer – Form 12.900(a), Child Support Guidelines Worksheet – Form 12.902(e)

SERVICE OF PROCESS IS REQUIRED ON THE RESPONDING PARTY UNLESS AN ANSWER (FORM 12.903(a) OR 12.903(b) OR 12.903(c)(1)) IS SIGNED BY THE RESPONDING PARTY AND FILED IN THE CASE.

FOR GENERAL INFORMATION ABOUT THE DIFFERENT TYPES OF SERVICE OF PROCESS OR INFORMATION REGARDING THE STEPS INVOLVED WITH SERVING THE OTHER PARTY, REFER TO THE [SERVICE OF PROCESS](#) INFORMATIONAL DOCUMENT LOCATED ON WWW.CIRCUITS.ORG. ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON WWW.FLCOURTS.ORG.

Personal Service

- **Summons: Personal Service on an Individual** - Form 12.910(a)

Constructive Service

****MUST attempt Personal Service at respondent's last known address BEFORE proceeding with this type of service****
The Court can only grant limited relief because its jurisdiction is limited. This is a complicated area of the law and you many want to consult with an attorney before using constructive service.

- **Affidavit of Diligent Search and Inquiry** - Form 12.913(b) – Attach supporting documentation.
- **Notice of Action** - Form 12.913(a)(2) – Read instructions thoroughly.